

Appendix G. FORMATS NECESSARY FOR NATO HAND-CARRIED MATERIALS . \*

The following three articles are to be completed by the CSO on official letterhead for each approved transport of hand-carried material by cleared contractor personnel. The formats include the Courier's Briefing Receipt, Courier Certificate in English and French, and details of the itinerary for the trip. Procedures for NATO hand-carried materials are found in section VIII of this regulation and section XI, DoD 5220.22-M. Each CSO shall maintain a record of the use of Courier Certificates. \*

## COURIER' S BRIEFING RECEIPT

(For personnel carriage within the U. S., omit ~~inapplicable~~ instructions.)

It has been found necessary to appoint you as an official courier to carry NATO classified material. Your courier authorization will accord the material you are carrying immunity from search or examination by customs and Immigration officials of the countries whose borders you cross.

Attached are the security clearance certificates which you must have in connection with your forthcoming journey. You are reminded of the following precautions which you will observe for the protection of the classified material that you will carry.

1. The packages or bags containing the classified material must be covered by an official seal to prevent a customs examination.
2. A list of all NATO classified documents you will carry must be inventoried and recorded by the appropriate office of your department, agency, or command prior to your departure.
3. Throughout the journey and while at your destination, the classified material **must** never leave your possession unless deposited in a place of safety, as provided for under the security arrangements of the diplomatic or military missions or commands of this country, a national ministry of the host country, or with a NATO international agency.
4. NATO classified material must not be discussed in public places, such as hotels or lounges.
5. NATO classified material must not be read in aircraft, trains, ships, or any other vehicles.
6. NATO classified material must not be left unattended in hotel rooms, staterooms on trains or ships, or stored in repositories, such as hotel safes. You may delegate your responsibility for direct surveillance of the classified material you are carrying only under the security arrangements of a United States diplomatic mission, United States military command, a host NATO government, or a NATO international agency.
7. On your return, the classified documents (or receipts for them, if they were delivered into the custody of another authorized recipient) must be inventoried against the list prepared before your departure. Should any NATO classified documents be acquired, the COSMIC control officer, or other designated officer of your department, agency, or command will pick up accountability.

Some of the measures necessary to sustain good security may be cumbersome, especially when at the end of a tiring day's work a journey to some other part of the city is necessary in order to deposit your papers in a place of safety. . It is easy to persuade oneself that no harm will be done by keeping the papers

overnight in the hotel" or some equally insecure place. In reality, a person is presenting an easy target for the agents of foreign intelligence services by doing so, and the records of the security services of NATO countries contain cases of loss or compromise of documents attributable to this dangerous practice.

Should you encounter any security difficulties during your trip, please bring them to the attention of this office so that remedies may be worked out for the benefit of other **NATO** travelers.

\_\_\_\_\_  
Signature of appropriate briefing official

\_\_\_\_\_  
Date

I certify that I have read and understand the instructions set forth above which pertain to the handling of NATO classified documents in my custody while I am an official courier.

\_\_\_\_\_  
(Signature)

COURIER CERTIFICATE

Valid Until \_\_\_\_\_

1. This is to certify that the bearer \_\_\_\_\_ (name and rank, where applicable) \_\_\_\_\_, holder of Passport/Identity Card No. \_\_\_\_\_ is a member of \_\_\_\_\_ (parent organization) \_\_\_\_\_.

2. On the journeys detailed overleaf, the bearer is traveling in the execution of his official functions and is designated as an official NATO courier. He is authorized to carry \_\_\_\_\_ (number) \_\_\_\_\_ of packages of official NATO documents, the seals on which correspond to the specimen seal appearing against the appropriate journey.

3. All customs and immigration officials concerned are, therefore, requested to extend to the official correspondence and documents being carried under official seal by the bearer the immunity from search or examination conferred by the Agreement on the Status of the North Atlantic Treaty Organization National Representatives and International Staff, and the Agreement between the Parties to the North Atlantic Treaty regarding the Status of their Forces.

Signature of Authorizing official:

Designation:  
(Name and rank in capitals)

Date:

Official stamp of NATO member  
nation or NATO command or agent.

COURIER CERTIFICATE, continued:

ORDRE DE MISSION D'UN COURRIER

Valable jusqu'au \_\_\_\_\_

1. Il est certifié par la présente que le porteur (nom et grade, le cas échéant), détenteur du Passeport/Carte d'identité No. \_\_\_\_\_ est membre de \_\_\_\_\_ (organisme d'appartenance)

2. Autours des voyages mentionnés ou verse, le porteur voyage en exécution de ses fonctions officielles et est accrédité comme un courrier officiel de l'OTAN. Il est autorisé à transporter (nombre) paquets contenant des documents officiels de l'OTAN, dont les sceaux correspondent ou meddle du sceau apposé en regard du voyage indiqué.

3. Tous les fonctionnaires des services de douanes et de l'immigration sent, en conséquence, priés d'appliquer la correspondance et aux documents officiels transportés sous sceau officiel par le porteur l'immunité prévue en matière de visite et de contrôle douanier par la Convention sur le Statut de l'Organisation du Traité de l'Atlantique Nord, des Représentants nationaux et du Personnel international et la Convention entre les Etats parties au Traité de l'Atlantique Nord sur le Statut de leurs Forces.

Signature du fonctionnaire responsable:

Désignation:  
(Nom et grade en majuscules)

Date:

Sceau officiel du pays membre  
de l'OTAN ou du commandement  
ou organisme de l'OTAN

COURIER CERTIFICATE continued:

DETAILS OF ITINERARY  
DETAILS DE L' ITINERAIRE

SPECIMEN OF SEAL USED  
MODELE DU SCEAU UTILISE

From                      to  
De                        à

See note below  
Voir note ci-dessous

From                      to  
De                        à

From                      to  
De                        à

From                      to  
De.                      "                      à

**NOTE:** In addition to an impression of the seal, the officer ● f fixing the seal must print his name, rank, ● nd the name ● nd address of his department, command, agency or facility.

E n complément à l'impression du sceau, le fonctionnaire ● pposant le sceau doit mentionner ● n majuscules, son nom et grade ainsi que le nom et l'adresse de son service, commandement, organisme ou établissement.